

~~CONFIDENTIAL~~

25X1A

Chief, [REDACTED] NEA Division

10 SEP 1958

Chief, O&M Staff, DD/P Area

25X1A

NEA [REDACTED] - Work Simplification and Staffing Study

25X1A

1. We have completed the Work Simplification and Staffing Study of the NEA [REDACTED] as requested by you on 13 August 1958. Attachment A lists 19 recommendations for improvements or simplification of procedures, which have been approved by you in previous discussions and which are now installed, or are in the process of being installed. Attachment B is a proposed revised T/O which has also been tentatively approved by you.

2. At the initiation of the study, the NEA [REDACTED] was operating with 11 persons on duty and an official T/O of five positions. The six excess positions had been added because of the increased work load and the assignment of additional functions. As the result of the study, cable, dispatch, and mail handling has been simplified to the extent that the present T/O of five positions is adequate. However, an additional two positions have been recommended to provide manpower for the functions added to the Registry after the present T/O was established.

25X1A

3. NEA is served by the RI courier service. This service is considered adequate for all divisions in Buildings I, J, K, and L in normal times, but because of the current Mid East situation, a courier has been detailed to NEA on a full time basis. The courier was included in the count of 11 positions mentioned in Para. 2 above, but is not included on the proposed T/O because RI has expressed a preference to continue the assignment on a loan basis for the duration of the emergency.

Attachments:

- Tab A - Recommendations
- Tab B - Proposed revised T/O

25X1A9a

FOR NO. BOX NO. FLD NO. DOC. NO. 2 NO. CHANGE  
IN CLASS/ DECLASS. CLASS CHANGED TO [REDACTED] RET. JUST. 22  
NEXT REV DATE/5 REV DATE 30 [REDACTED] REVIEWER 025614 TYPE DOC. 02  
NO. PGS 11 CREATION DATE [REDACTED] ORG COMP 30 OPT 30 ORG CLASS 5  
REV CLASS 5 REV COORD. AUTH: HR 703

~~CONFIDENTIAL~~